



# Step-by-step guide Registering as a User | Parent

**Before you begin**, have the following at hand to make the process easier:

- Pen and paper to record your password for safekeeping
- Cellphone number
- e-mail address
- Your ID
- Scanned **certified** documents (labelled according to each document):
  - The last official school Report Card | Results of the learner, for learners who have been to school
  - ID | Birth certificate | passport of the learner; OR Study permit (foreign learners); OR Proof of application (study permit) or police affidavit
  - Immunisation card (Road to Health Chart) for **Primary Schools only**
  - Proof of residence

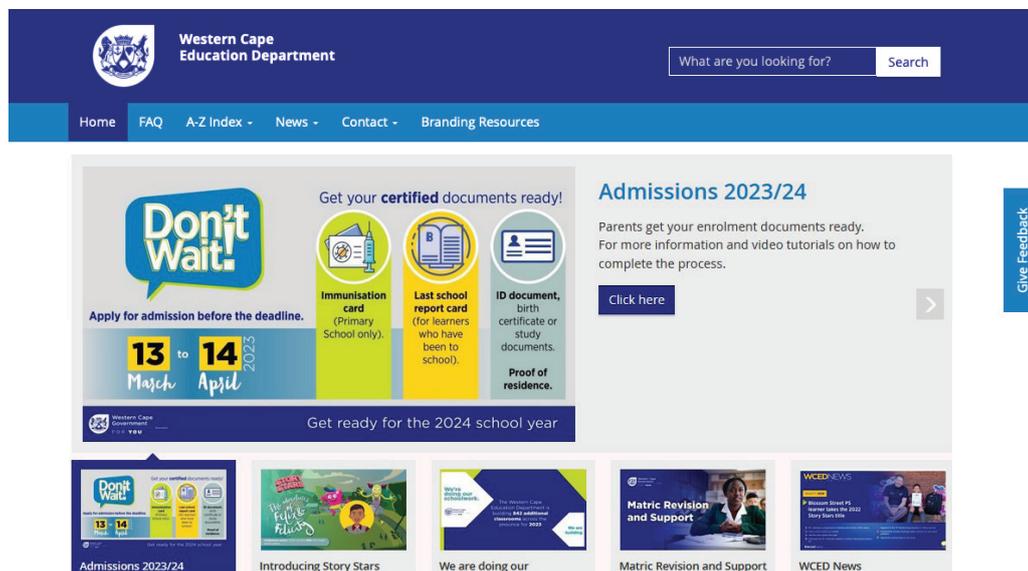
1

- Go to Google and type in WCED.
- Click on **Western Cape Education Department**.



2

- Select **2023/24 Admissions**.



3

- Click **Apply online**; to start the process.

Western Cape Education Department

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# Admissions 2023|24

13 March - 14 April 2023

Apply for the 2024 school year  
Only for learners who will attend schools in the Western Cape

Don't Wait!

Give Feedback

Apply online

4

- Click on **GR1 and GR8 Applications** button.

Western Cape Government FOR YOU

Home Services Contact us Log In or Sign up

## Western Cape Government eService website

Welcome to the Western Cape Government eService portal  
You can sign up and access our eServices, as well as get help by logging a query, find a facility, or simply view Frequently Asked Questions.  
eServices are also available on through our Mobile App for quick access.

Find our Mobile App on:

Download on the App Store GET IT ON Google Play

### eServices

Housing Services	Rental Housing Tribunal	Provincial Government SCM
Business Funding	Tourist Guide Permits	WC Archives and Records Service(WCARS)
Office of the Consumer Protector	<b>GR1 and GR8 Applications</b>	Transfer Applications

### Information

Information

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- To register** yourself as a user click on **Sign Up**.

Western Cape Government FOR YOU

Home Services Contact us Log In or Sign up

Home > Login

Not registered yet? **Sign Up**

Log in with an existing account

Username

Password

Log In

Log In or Sign Up

# 6

- Complete **ALL** the fields\*.
- Please use your **ID as your username**.
- **IMPORTANT:** Ensure that your contact details (**e-mail** and **cellphone number**) are correct.

Western Cape Government FOR YOU

Home Services Contact us Log in or Sign up

Home > Create an Account

Title \*  
-- v

First Name \*

Surname \*

Second Name

Email Address \*

Username \*  
**Use your ID as a username.**

Password \*

Must be at least 8 characters

Verify Password \*

Citizen type \*  
-- v

SA ID \*

This id will get validated. Once saved will not be editable.  
Expected Input: #####

Unit/Floor Number and Building Name (complete this if you live in a flat or building)

House / Street Number

Search for address

Search Format: Street,Suburb,City,Province,Country,Postal Code

Street \*

Suburb \*  
-- v

City \*

Province \*  
-- v

Country \*  
South Africa v

Post Code \*

Home Phone

Cell Phone Number \*

Work Phone Number

**Create Account**

- Click **Create Account**.

- **Error:** An error message will be displayed if you've omitted any information.
- You will immediately receive a SMS confirming your registration on the WCG site.



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- Read carefully through the **Terms and Conditions**.
- This section provides you with important information regarding the application process incl. important dates.
- **NB Point 3:** ensure that all information is correct.



- ✓ Terms and Conditions
- ✓ **Terms and Conditions**
- Parent Profile/s
- Learner Application
- 🔒 Verification

### Terms and Conditions

1. Please refer to the Western Cape Education Department (WCED) Policy for the management of admission and registration of learners at ordinary public schools and the National Education Policy Act, 1996 (Act 27 of 1996) as these are applicable regulations.
2. The meaning of "parent" or "guardian" is clearly defined in the South African Schools Act (SASA), 1996 (Act 84 of 1996).
3. **Any false or incorrect information submitted during this application process may result in your on-line application being rejected, and / or disqualified by the relevant school's governing body or the WCED.**
4. **The WCED cannot guarantee placements at schools of choice.**
5. Schools determine their own admission policy and parents must study the admission policy of the school before applying.
6. This online application is subject to the school/s exercising and applying their admission policy.
7. The school makes the final decision whether the application is successful or not. The WCED is not involved in this decision-making process.

- **NB Point 8 and 9:** Applications on the system are limited to Grade 1, Grade 8 and parents applying in cases where the learner has reached the highest grade.

8. **PLEASE NOTE: Applications on this system are mainly for Grade 1 and Grade 8 learner placements, and then instances where the learner has reached the highest grade.**
9. **All applications for other grades will be treated as transfers between schools. Transfers will only be considered where the learner has relocated.**
10. Applications close on **14 April 2023**. Once you click on SUBMIT at the end you will not be able to change the learner details or the selected schools. You may choose to SAVE and RETURN to the application, but you must click SUBMIT before 14 April 2023.
11. The WCED does not accept any liability for incorrect information captured or uploaded on the WCED Admission System.

- Please upload **certified** copies of **ALL** documentation when completing each application.

### 12. Documentation

- 12.1. Parents **MUST** upload certified copies of the required supporting documents onto the system as part of the online application.
- 12.2. Certified **hard copies** of supporting documents must only be submitted to the school once the learner has been accepted and the parent has confirmed their final choice. **This must be done within seven days after the parent has confirmed the place at the school.**
- 12.3. Your application is **INCOMPLETE** until **ALL** the relevant supporting documents have been submitted to the school. These are:
  - 12.3.1 The last official school report card/results of the learner, if the learner attended a school previously.
  - 12.3.2 a) Identity document/birth certificate/passport of the learner.  
OR  
b) A study permit issued by the Department of Home Affairs (DHA), in the case of a foreign learner.  
OR  
c) Alternatively, if a study permit is not available, proof of application to the DHA or a police affidavit may suffice.
  - 12.3.3 Immunisation card (Road to Health chart) of the learner (applicable to primary schools only).
  - 12.3.4 Proof of residence (rates account/lease agreement/affidavit confirming residence).
- 12.4. In cases that parents/guardians do not have the required documents, they can contact the local district office who will advise them what to do.

- Click on **Please accept the Terms of Conditions.**
- Click on **Next** to capture the Parents profiles.

### 13. Please note

13.1. You MUST print and keep a copy of this on-line application for your own records.

13.2. The admission policy of schools is available on the admissions website.

13.3. You must check the admission policy of the school/s you are applying to BEFORE submitting your application.

13.4. Schools may not request any additional information that is not in line with the SASA.

13.5. Schools may NOT require parents to use the school's or any other hard copy or online system to capture or process applications.

13.6. Schools will indicate on the WCED Admission System whether there are any outstanding documents that they need in order to process the application.

13.7. Submission of this on-line application to a school does not guarantee a placement at the selected school/s.

13.8. All communication will be directed to the person whose details are filled in as the primary parent / guardian.

13.9. In the event of a dispute, please contact your nearest district office for assistance.

### 14. Acceptance of placements

14.1 Parents must confirm acceptance of the placements at schools between 29 May and 19 June 2023.

14.2. The order of priority of the applications is very important.

14.3. In the case that the learner is accepted at more than one school and you, the parent / guardian / ward, has not indicate your final decision and confirmed by 19 June 2023, the first school where the application was successful, as ranked by you, will be activated automatically. All other successful applications will be removed in order resolve learners blocking places at schools.

14.4. After the 19 June 2023, parents/ guardians then only have 3 days to accept a place if they are offered one at school.

14.5. In the case that all the applications have been unsuccessful, and the learner/s has/have not been accepted at any school where they have applied, the WCED may be contacted to assist parents to find an available place.

Please accept the Terms and Conditions

Next

# 8

- Capture the **Primary Parent's** profile.
- Complete ALL the fields.

Complete In Progress Not Started

- ✓ Terms and Conditions
- ✎ Parent Profile/s
- ✎ **My Profile**
- Learner Application
- 🔒 Verification

## My Profile

### Primary Parent / Guardian

#### Parent Type ⚠

Biological  Parent Adoptive  Parent Legal Guardian  Parent Step  Parent Other

#### Title

Mr  Ms  Mrs  Miss  Mx  Dr  Prof  Rev  Hon  Adv

#### First Name

Jane

#### Second Name

#### Surname

Doe

#### Gender

#### SA Citizen (Y/N)

Yes

#### SA ID

6607232425088

#### Date of birth

1966 07 23

#### Marital Status

Divorced  Married  Separated  Single  Widowed

#### Cell No

0826542131

#### Emergency No

0214672000

#### Alternate No

0XXXXXXXX or XXXXXXXXX

#### Email Address

michelle.cupido6@gmail.co

#### Address Outside Western Cape

Yes  No

#### Email Address

michelle.cupido6@gmail.co

#### Address Outside Western Cape

Yes  No

#### Address Type

Flat  Farm  Plot  Street  Others

### Physical address

#### Address Search (Type your street name to search)

#### Search Format: Street,Suburb,City,Province,Country,Postal Code

#### Unit/Floor Number and Building Name

#### House / Street Number

58

#### Street Name

Parow Street

#### Suburb

Parow

#### Town

Parow

#### Province

Western Cape

#### Country

ZA

#### Postal Code

7500

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- To capture the **Secondary Parent's** profile (Optional). Complete ALL the fields.

- ✓ Terms and Conditions
- ✎ Parent Profile/s
- ✓ My Profile
- ✎ Secondary Parent/Guardia...**
- Learner Application
- 🔒 Verification

### Secondary Parent/Guardian(Optional)

**Parent Type**  
 Biological  Parent Adoptive  Parent Legal Guardian  Parent Step  Parent Other

**Title**  
 Mr  Ms  Mrs  Miss  Mx  Dr  Prof  Rev  Hon  Adv

**First Name**  **Second Name**  **Surname**

**Gender**  
 Male  Female

**SA Citizen (Y/N)**  
 Yes  No

**Marital Status**  
 Divorced  Married  Separated  Single  Widowed

**Cell No**  **Emergency No**  **Alternate No**

**E-mail**

**Address Outside Western Cape**  
 Yes  No

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**Address Type**  
 Flat  Farm  Plot  Street  Others

**Physical address**

**Address Search (Type your street name to search)**

**Search Format: Street,Suburb,City,Province,Country,Postal Code**

**Unit/Floor Number and Building Name**  **House / Street Number**

**Street Name**  **Suburb**

**Town**  **Province**

**Country**  **Postal Code**

**This is the end of the first part of the registration process.**

- Click on **Next** to load the Learner's profile.



## Step-by-step guide

# How to apply to schools | Learner Profile

**Before you begin**, have the following at hand to make the process easier:

- Your ID and password
- Cellphone number and e-mail address
- Alternative person with contact details in the event that you are not available.
- CEMIS number of learner(s); or any other specified identification number.
- Scanned **certified** documents (labelled according to each document):
  - The last official school Report Card | Results of the learner, for learners who have been to school
  - ID | Birth certificate | passport of the learner; OR Study permit (foreign learners); OR Proof of application (study permit) or police affidavit
  - Immunisation card (Road to Health Chart) for Primary Schools only
  - Proof of residence



- **If the learner is undocumented** – no birth certificate, passport, ID or permit - you will not be able to proceed beyond this point.
- Kindly contact your **District office, or your nearest school**, and they will capture the application for you.



### Learner Profile

- Indicate if the learner is applying for the first time to a school in the Western Cape.
- Click **Next**.

Complete In Progress Not Started

✓ Terms and Conditions **Learner Profile**

✓ Parent Profile/s **Please contact your nearest school or the district office to apply if the learner is undocumented.**

✓ Learner Application **Please select Yes for first time registration in Western Cape ⚠**

Yes  No

✓ Learner Profile

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- Enter the **CEMIS number**; or any other number specified.
- Click on **Next**.

Complete In Progress Not Started

✓ Terms and Conditions  
✓ Parent Profile/s  
Learner Application  
Learner Profile

### Learner Profile

Please contact your nearest school or the district office to apply if the learner is undocumented.

Please select Yes for first time registration in Western Cape  
 Yes  No

Search the learner using any of the details

CEMIS number South African ID Passport / Permit number

Kindly wait for the information to load after putting in the CEMIS / ID Number / Passport number.

Back Next

- The learner's information will automatically load.
- Click on **Next**.

Search the learner using any of the details

CEMIS number South African ID Passport / Permit number

Kindly wait for the information to load after putting in the CEMIS / ID Number / Passport number.

### Learner Details

First Name Second Name Surname  
MICA CARA DOE

CEMIS Number Date of birth Population Group  
060117MC20001 2010-06-07 Coloured

Gender  
Female

Address Outside Western Cape  
 Yes  No

Address Type Last Grade  
Street GR7

Back Next

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### Required Grade

- Select the grade for which you are applying.
- Complete all the fields required.
- Click on **Next**.

### Required Grade

Required Grade

GR8

(If the grade does not display correctly, complete and submit the application as is and then CONTACT THE DISTRICT OFFICE to fix the grade immediately)

Reason for application

Highest grade reached

Required Language (Learning and Teaching)

Afrikaans  English  Xhosa  Sotho  Tswana

Do you wish to apply for hostel accommodation? (Applicable to mainly rural areas)

Yes  No

Do you wish to apply for learner transport? (Applicable to mainly rural areas at schools using the WCED learner transport schemes)

Yes  No

Please Note: Ticking YES does not mean that the learner will get access to hostel accommodation or learner transport

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Next

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## School Programmes | Sport | Leadership Role(s)

- Indicate if your child participates in any of these sporting and cultural programmes and holds leadership positions.
- Click on **NEXT**.

Complete
In Progress
Not Started

- Terms and Conditions
- Parent Profile/s
- Learner Application
- Learner Profile
- Required Grade
- Subject
- School Programmes
- Select Schools
- School Preference
- Upload documents

### School Programmes

Does the learner play or participate in any sport?

<input type="checkbox"/> Does Not Participate	<input type="checkbox"/> Cricket	<input type="checkbox"/> Football	<input type="checkbox"/> Hockey
<input type="checkbox"/> Netball	<input type="checkbox"/> Rugby	<input type="checkbox"/> AQUATICS	<input type="checkbox"/> Baseball
<input type="checkbox"/> Drum Majorettes	<input type="checkbox"/> Kagti	<input type="checkbox"/> Cross Country	<input type="checkbox"/> Walking Club
<input type="checkbox"/> Goal-ball	<input type="checkbox"/> Indoor Hockey	<input type="checkbox"/> Swimming	<input type="checkbox"/> Basketball
<input type="checkbox"/> Chess	<input type="checkbox"/> Gymnastics	<input type="checkbox"/> Table Tennis	<input type="checkbox"/> Softball
<input type="checkbox"/> Tennis	<input type="checkbox"/> Volleyball	<input type="checkbox"/> Morabaraba	<input type="checkbox"/> Jukskei
<input type="checkbox"/> Karate	<input type="checkbox"/> Running Club	<input type="checkbox"/> Fives Football	<input type="checkbox"/> Action Cricket
<input type="checkbox"/> Kho-Kho	<input type="checkbox"/> Touch Rugby	<input type="checkbox"/> Athletics (Track and Field)	

# 5

## Select Schools

- Read the **criteria** before selecting schools.
- Using the dropdown list **select the school**. Apply to at least 3 schools.
- **Alternatively** type in the first few characters of the school to jump to the school on the dropdown list.
- Click on **Next**.

### Select Schools

Please read the criteria before adding any school :

- Focus schools such as Mathematics and Science, Arts, Commerce and Technical schools have special admission criteria.
- **Check the admission policy of the school.**
- The order of priority is very important: In the case that the learner is accepted at more than one school that the parent has applied for, and the parent does not make a final decision and confirm with the school of choice by 19 June 2023, the first choice will be activated automatically and all other successful applications removed in order to resolve learners blocking places at schools.
- Definition of Siblings: Two or more children having one or both parents in common (a brother or sister or stepbrother or stepsister, half-brother and half-sister). A person with no siblings is an only child.
- Please be advised that schools apply their own admission policy and criteria.
- The WCED cannot guarantee a place at any school of choice.

Please note: If the school name does not appear in the list below the school either does not offer the grade you require or the learner is currently in the school

School Name	School Suburb	Education District		
ALEXANDER SINTON	BELGRAVIA	METRO CENTRAL	X Duplicate	X
ARCADIA SENIOR	BONTEHEUWEL	METRO CENTRAL	X Duplicate	X
ATHLONE SECONDARY	SILVERTOWN	METRO CENTRAL	X Duplicate	X

Click to Add New School

Back
Next

- Please note that if a school's name does not appear in the dropdown menu, one of the following is the reason:
  - the learner is currently attending that school,
  - the school does not offer the required grade, or
  - the school does not offer your selected subjects. In this case you either have to change your subject choice or select another school.

Go to **WCED Find a School** to see which schools offer your selected subjects.

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## School Preference (order of preference)

- Use the summary of selected schools to arrange them in your order of preference:
  - place your cursor in the first column, hold down your mouse button, move your choices according to your preference, where 1 (the school at the top of the list) is your first choice and the school at the bottom is your last choice.
- Click on **NEXT**.

### School Preference

Please ensure school order of preference is correct.

Place your cursor in the first column to "drag and drop" to change the preference.

Preference	School Name	Suburb	Education District	More than 1 learner applying to school	Add Sibling at school	Remove School
1	ATHLONE SECONDARY SCHOOL	SILVERTOWN	METRO CENTRAL	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="checkbox"/>	
2	ALEXANDER SINTON SECONDARY	BELGRAVIA	METRO CENTRAL	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>	
3	ARCADIA SENIOR SEKONDÊRE SKOOL	BONTEHEUWEL	METRO CENTRAL	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>	

Back Next

- Indicate if you are applying for more than one learner at the school.
- Indicate If the learner for whom you are applying has a sibling at that school.
- Click on **NEXT**.

### To Add a Sibling

- Enter CEMIS number of sibling. Click on **NEXT**.

# 7

## Upload certified copies of learner's documents

- Select the slider for each document and upload the certified copy by clicking **Add**; select the file on your computer.
- Repeat the process for each document.
- HINT:** Ensure that the file name and document type correspond, e.g. Birth certificate of the learner >>> File name: **Birth Cert**

### Upload documents

#### Upload Requirements

Please print and submit a copy of the application and certified hard copies of the following supporting documents within seven (7) days of the place at the school.

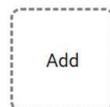
\*Maximum file Size may not be more than 5 MB

#### Attach either Birth Certificate of the Learner or Study Permit

Attach Birth Certificate of the Learner



Upload Birth Certificate



- Regarding certifying your documents: Seeing that you have to submit certified hard copies to the school where your child will be attending within seven days of confirming placement, it is advisable that you certify them before you apply.
- Documents must be certified by a **commissioner of oaths**. Your local police station can assist.
- Click on **NEXT**.

8

## Application Summary

- Please REVIEW and CHECK the details **BEFORE** you submit the application. Once you click on SUBMIT you will not be able to change certain information and choices.
- Once satisfied, **TICK** the Declaration and **Submit**.

### Application Summary

Review the information below before submitting

#### Learner Details

CEMIS Number : Not Available

First Name : Micah

Second Name :

Surname : Doe

Gender : Female

Date of Birth : 2010-06-07

Population Group : Coloured

ID Number : 1006072382088

Address Type : Street

Building Name :

House / Street Number : 13

Street Name : 11th Avenue

#### Declaration



Jane Doe, declare that all the particulars supplied by me in this form are true, complete and correct. I accept that any incorrect or misleading information could lead to the cancellation of this application. I understand that all certified hard copies must be submitted physically to the school where the learner will be attending within seven days of the parent confirming the place at the school.

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Next

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## Confirmation of Submission

- Read the onscreen **confirmation**.
- Use the learner's CEMIS number as a reference for all queries.
- **Congratulations** – you have now applied for a school for your child.

### Confirmation

#### Confirmation of Submission

PLEASE NOTE

\* Contact the school beforehand to check their admission policy and requirements BEFORE submitting

\* Schools may NOT request any additional information that is NOT in line with the South African Schools Act (Act 84, 1996)

Please use your child CEMIS number for reference purpose: **ref# : 230309-000000**

Please print and submit a copy of the application and certified hard copies of the following supporting documents within seven (7) days of the parent confirming the place at the school.

1.1 Birth certificate of the learner,

1.2 A study permit issued by Dept. of Home Affairs in case of foreign learners

1.3 Or proof of application to the Dept. of Home Affairs

1.4 Immunisation card (Road to Health Chart) of the learner;

1.5 The last official school Report Card / Results of the learner, if the learner attend a school

1.6 Proof of Residence (Rates account or an affidavit confirming residence)

If NOT, the application will be marked as an incomplete LATE application and the school will not process the application.

Thank you for applying.



[Click here to view and print the Application form for ALEXANDER SINTON SECONDARY](#)

[Click here to view and print the Application form for ARCADIA SENIOR SEKONDÊRE SKOOL](#)

[Click here to view and print the Application form for ATHLONE SECONDARY SCHOOL](#)

[Track Your Application](#)

- Print a copy of your application.
- Submit this printout of the application, together with certified hardcopies of the supporting documents, **within seven days of confirming placement (29 May – 19 June 2023)**.

# 10

## Track your Application

- This allows you to:
  - See the progress of your application(s) and edit your application;
  - Add another learner; and
  - Add a transfer application

Do you want to add another learner?

GR1 and GR8 Applications

Learner Transfer Applications

### School Applications

Results 1 - 1 of 1

Reference #	CEMIS #	Request Date	Learner SA ID	Learner Name	Application Reason	Status	Application
230309-000000		09/03/2023	1006072382088	Micah Doe	Highest Grade Reached	Pending	<a href="#">Track Application</a>

- To **edit** information (your details and some of the learner’s details).
- Click on **Track Application**.
- Click on **Update Application** to edit the information.

CEMIS: Not Generated  
 Grade: GR8  
 Date Created: 09/03/2023  
 Click Here to : [Update Application](#)

### School Applications

Order	School Name	School Type	Telephone	Education District	Sibling at School	Application Status
1	ATHLONE SECONDARY SCHOOL	Secondary School		METRO CENTRAL	Yes	Pending
2	ALEXANDER SINTON SECONDARY	Secondary School		METRO CENTRAL	No	Pending
3	ARCADIA SENIOR SEKONDÈRE SKOOL	Secondary School		METRO CENTRAL	No	Pending

- Editing is only possible **during the application period: 13 March – 14 April 2023**.



## IMPORTANT DATES

### Admission Application period: 13 March – 14 April 2023

- During this period you can ONLY withdraw an application and add or remove siblings.
- Applications close on **14 April 2023**. Once you click SUBMIT at the end you will not be able to change the learner details or the selected schools. You may choose to SAVE and RETURN to the application, but you must **click SUBMIT before 14 April 2023**.



### Confirmation of acceptance of school period: 29 May – 19 June 2023

- Parents must confirm acceptance of the placements at schools between **29 May – 19 June 2023** on the online admissions system. Login using your ID and password.
- In the case that the learner is accepted at more than one school and you, the parent/guardian, has not indicated your final decision and confirmed by 19 June 2023, **the first school where the application was successful**, as ranked by you, will be activated automatically.

All other successful applications will be removed in order to resolve learners blocking places at schools.

- After 19 June 2023**, parents/guardians then **only have three days** to accept a place if they are offered one at a school.
- In the case that all the applications have been unsuccessful, and the learner/s has/have not been accepted at any school where they have applied, the WCED may be contacted to assist parents to find an available place.

**Submission of certified documents to the school:**

- Certified copies of supporting documents must only be submitted to the school once the learner has been accepted.
- These certified hard copies must be submitted to the school where the learner will be attending within seven days of the parent confirming the place at the school.